

## 12-16-20 Meeting Minutes

### WIOA Leadership Team

9:00 - 11:00am Zoom Meeting



Delaware JobLink  
<https://joblink.delaware.gov>

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**Attending:** Keith Hunt, WIOA Chief Diversity & Exclusion Officer; Cynthia Fairwell, DVR; Terry Gallagher, DSS Policy; Valencia Sudler-Wynn DSS; William Potter, DWDB; Robin McKinney-Newman, DWDB; Darrell Miller, DOE/Adult & Prison Ed; Alta Porterfield, DE Libraries; Jamie Towns, DHSS/DVI; Maureen Whelan DOE Adult and Prison Education Resources; Jon Wickert, DOE/CTE; Barry Butler, DET; Brenda Rodriguez, DVR; Pat Burrell, DHSS/DVI; Sherese Brewington-Carr, DET; Rachel Turney, DET; Keisha Cannon, DSS Policy; and Hope Ellsworth (recording).

### **Documents Reviewed During the December Meeting:**

1. Corrected 2021 Meeting Dates (posted on Team link)
2. Frontline Team's PPT: Draft of WIOA Staff Orientation (sent morning of meeting)
3. Goal Tracker Forms for Business Engagement and Frontline Services (Current Goal Trackers, for each area, are posted on the team link.)
4. Team link: <https://det.delawareworks.com/one-stop-system/Team%20Info.php>

**12-16-20 Meeting Discussion:** This meeting was held via Zoom.

### **Welcome & Introductions**

1. Team Members introduced themselves.
2. Hope reported that she is working to re-engage the Division of Small Business.
3. Leadership team changes:
  - a. Secretary Cade has taken the lead position with the Office of Management & Budget. Gov. Carney is recommending that Karryl Hubbard become the new Labor Secretary. She has been serving as Deputy Secretary. Here is the link to an article: <https://news.delaware.gov/2020/11/05/governor-carney-announces-nominations-to-key-administration-posts/>
  - b. The team wished Stacey Laing best wishes on her retirement on 12/31/20. Richard Fernandes will become Acting DET Director.
4. 2021 Meeting Dates: There were 2 minor errors on the document (not related to Leadership Team meetings). These have been corrected and loaded onto the team link. The document includes 2021 Leadership Team, as well as One-Stop Team meeting dates.

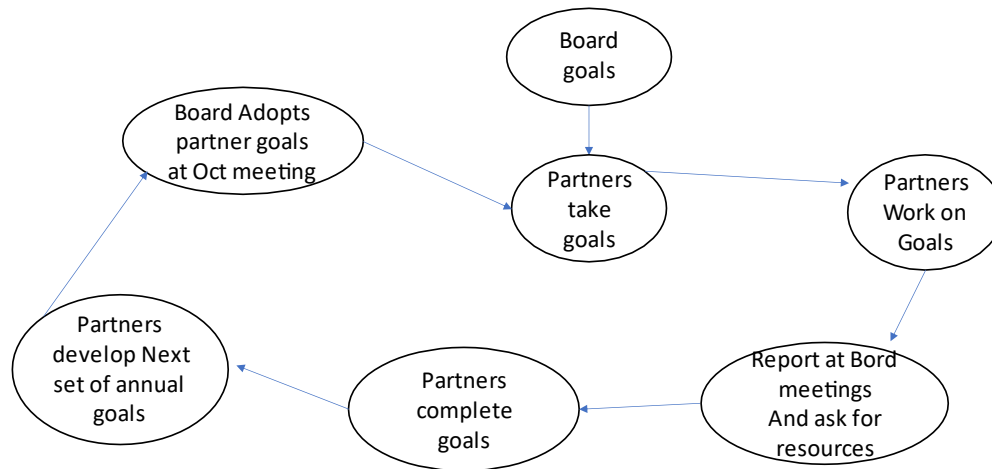
### **2020-2022 WIOA Partner MOU/IFA**

1. Bill reported that the Feds will be sending Maher & Maher to help us develop the Infrastructure Funding Agreement so that we are in compliance with the law. He will keep us updated.

### **Other Updates from Bill Potter**

1. TIPS (Theory into Practice): TIPS will be working with Delaware over the next 90 days particularly in terms of the role of the DWDB and he sees Leaders being more involved in setting goals. He shared a slide which gives a visual representation of possible changes.

Kind of how I see it



2. 1 Stop Certification: Bill will send out a draft for comment. He is working on a policy to cover this required certification.
3. New DWDB appointee: Bill reported that the DOE Adult Education Director will now be a standing member of the DWDB. An executive order will be written soon.
4. Bill reported that US DOL is expecting business as usual, even in light of challenges caused by COVID-19. They expect Delaware to meet it's targets.
5. The Annual report is due 1/1/20.

### **Non-Discrimination Plan (Keith Hunt, Chief of Diversity and Inclusion)**

1. Bill introduced Keith Hunt, who has recently taken on the additional role of State EEO Officer for WIOA (via the WIOA Non-discrimination plan).
2. A draft of a required non-discrimination plan has been completed, but will need an update in January.
3. Rachel Turney commented that we need to change EO posters to our providers. Keith confirmed that his name should be listed on EO posters.
4. Bill/Keith will keep us posted.

### **Partner Resource Sharing**

1. Success During Adversity: Hope shared that a DVR client (and family) recently lost everything in a house fire. At their case managers request, I sent out an email to the NCC team asking for help for this family. The response was overwhelming and many partner programs provided help.
2. Hope reported that the WIOA State Plan, as well as the WIOA MOU/IFA will be loaded into the 1<sup>st</sup> section of the team link so that it will be easily accessible.
3. Forward Delaware: Rebuilding Delaware's Workforce Through Rapid Training:
  - a. Key website: [www.forwarddelaware.com](http://www.forwarddelaware.com)
  - b. Rachel Turney (DET) provided an update. The goal is to provide short-term training so that job seekers can move into better jobs. There is no charge for these training programs via Forward Delaware.
  - c. Several training opportunities were quickly reviewed. One-Stop teams have been discussing this over the last 2 months.

4. Monthly Labor Review: Hope reported that she reviews this 2-page review each month with the One-Stop Teams. It is a great way to get a recent update. The link is: <https://lmi.delawareworks.com/Content/Publications/Monthly%20Labor%20Review.php>.
5. Barry Butler reported that a “NextGen” version of DE Joblink will be coming out in February. Training for WIOA Partner staff is being planned.
6. Barry also shared information a link about virtual National Apprenticeship Week events: <https://de.gov/dolnaw2020>. A similar format might work well to post WIOA Staff Training Opportunities.

## **WINTAC Assistance Ends**

1. Hope reported that WINTAC’s technical assistance ended in the Fall. Their website: [www.wintac.org](http://www.wintac.org) will have resources available on that site for at least the next 5 years.
2. Hope had an exit interview with Lou and Doug. WINTAC has provided consistent technical assistance over the last 4 years and have definitely helped to move us forward.

## **Frontline Services Implementation Team: Draft of WIOA Staff Orientation**

1. Maureen Whelan presented a draft of the WIOA Staff Orientation PPT which her implementation team has been working on for some months. This initiative was as a result of the WIOA Staff Feedback Survey and the significant number of Partner staff who reported not understanding WIOA.
2. A few minor typo changes were identified. Also, it was suggested to add notes below the slides to help anyone who might be sharing the PPT with staff.
3. Members recommended that someone narrate the PPT (via zoom), record it and make it available as a link. This was well received. It was also noted that an annual review/update of the PPT be flagged so that it doesn’t become outdated.
4. Maureen noted that the PPT allows for a survey to be taken after looking at the PPT. The survey would provide feedback about the information and its clarity.

## **WIOA Leadership Team Action Planning (Team Leads)**

1. Note: Updated Goal Tracker Forms will be added to the One-Stop Team Link, along with the WIOA Staff Orientation PPT (draft)
2. Business Engagement: Darrell reviewed results of a employer survey that was conducted this summer. Unfortunately, we ran out of time, so this discussion will be continued in January.
3. Case Management: Discussion was tabled until January due to lack of time. Barry reported that his team is meeting weekly and reminded members that the afternoon meeting is still being held.
4. Process Re-design: Update will be provided in January. Ran out of time.

## **Interconnectedness of WIOA Leadership Goals:**

1. Hope reported that there are several aspects of our strategic planning efforts that are interconnected. She has developed a document to list some discussions to ensure we are consistent in approaches.
2. The team ran out of time so this discussion will be tabled until January.

## **Local One-Stop Meetings Update**

1. Hope quickly reported that the One-Stop teams continue to assist with 2021 Convening Planning, as well as in-depth discussions about the Forward Delaware initiative.

**Next Meeting: Wednesday, January 20<sup>th</sup>, 9-11am via Zoom.**